

Standardizing Protraxx

This guide was written to assist Course Coordinators who post Professional Development activities to Protraxx. Classes posted in Protraxx must follow a standardized input to yield a better data output each quarter. To maximize the data results it is requested that these Standard Operating Procedures (SOP) be followed. At the conclusion of this SOP are additional resources from Protraxx.

iTiL Course Coordinators DO NOT create activities in Protraxx. Course Coordinators create activity classes only. Please click [here](#) to go that section.

Creating Activities in Protraxx

- Begin by selecting “*Create Activity*”
 - An activity is the broad component of posting to Protraxx. Activities are only created for unique classes. For example: if a Course Coordinator is offering “Excel for Administrators” and “Excel for Teachers” and the content is clearly different, then two separate activities must be created. If a Course Coordinator is offering an Excel class and wants to offer it to administrators one day and teachers on another, but the content is the same then only one activity needs to be created.
- *Activity Name:* All prong activity input must begin with the name of the prong, colon and then title.
 - Example: [iLead: Harnessing the Power of your Tablet](#)
- *Activity Session Type:* Always Multiple
- *Select “Out of District”*

- *Total Contact Hours, Max # Awards, Min # Awards* are the same number. If the class is 5 hours then each box should have the number 5 in it.
- *Objectives:* The objectives need to clearly state what the participant will gain from participating in the class.
 - Example: Participants will learn how to use their tablet for reconciling their budgets. Participants will learn how utilize their tablet to create slides shows to display information to facility, parents and students during meetings.
- *Description:* The description is the advertisement for the class. It is what the participant sees on the user side of Protraxx. The description should clearly explain what is being taught, what is expected that participants bring to be prepared for the class, what rate they will be paid at (if applicable) and what accommodations are made (if applicable.)
 - Example: Administrators who participated in the iLead Summer 07 Institute are invited to attend this full day workshop. This workshop will take the skills learned during the summer and begin to build upon them. We will cover Part II of Excel so please bring your budgets. We will also work with PowerPoint so bring your materials for curriculum night so you can create a “Welcome Back Slide Show.” A light breakfast is provided, lunch is on your own. Please make sure you bring your fully charged tablet and the additional fully charged battery.
- Choose “Submit”

Creating Activity Classes in Protraxx

Creating activity classes in Protraxx is essentially piggy backing off the activity that was created for you. This is the area where a Course Coordinator will determine:

- target audience
- department it is posted under
- class size
- waitlist features
- email notifications
- subject area

To access an activity select “*Search Activity*” on the left navigational bar

- Type the name of the class in the *Activity Name* section
 - Example: [iLearn Literacy Grade 8](#)
- Choose “*Search*”
- Click the activity that needs a class and schedule attached to
- Select “*Create Activity Class*”
- Select a *Subject Area(s)*-[Technology](#)
- Select *Activity Topic*-[Always 018, iTeach-iLearn](#)
- Select *Year Code*-[Current Year](#)
- *Sub Title*-OIT places a simple location identification in this area, so when a participant sees this on the user side, the title is displayed and underneath is the borough it is being held in. This makes it easier to scan for the participant.
 - Example: Sub Title: [03Q217](#)
- *Target Audience(s)*- A Course Coordinator can select multiple target audiences to broaden the reach in the search feature, however, do not assume that because “iTIL Teachers” was selected as the only audience choice that no other audience will sign up. Looking at who is enrolled and ensuring they fit the category the class is geared for is an important role of the Course Coordinator.

- *Maximum Attendance*- A class will convert to closed once it reaches its maximum attendance, therefore, removing itself from the public view. To avoid this choose “Allow Wait List.”
- *Allow Wait List*- This feature will allow an activity class to continue to accept enrollments even after the class has reached its maximum attendance. The participant will receive an email message indicating they have been waitlisted, if a seat opens up they will move to pending status and the Course Coordinator will then have the option to confirm them for the class.
- *Allow Online Enrollment*-Must always be checked for participants to enroll online.
- *Allow Online Evaluation*- This should not be checked. Policy and procedure of all OIT Professional Development is to use surveys created in Survey Monkey for online evaluations.
- *Limit Activity Viewing*- This feature will only allow participants who have identified themselves in one particular audience to see the classes offered for them. This should NOT be selected because job titles change frequently, yet participants rarely update their profile. Checking this box will greatly reduce the number of participants that can view a course offering.
- *Publish to Public Website*- Must be selected for the course to be viewed on the user side of Protraxx.
- *Limit Approval of Enrollments*- This feature will only allow a Course Coordinator to do the approvals. It is not recommended selecting this.
- *Set Email Reminder*- To achieve maximum attendance, the policy of OIT is to select this box. Email reminders will be sent automatically to participants reminding them of the class they have signed up for. The email must include:
 - Location where activity is being held and a link for directions
 - Time (including the request to arrive early to set up an internet connection)

- Steps for removing themselves from the class should they discover they can no longer attend
 - Any pertinent information that will make the Professional Development more enjoyable
 - Local parking garages
 - Restaurants available in the area
 - Room number for Cafeteria in building
 - Reminder that cell phones and blackberry usage is not allowed during training so a recommendation that participants advise staff/family they will have limited Cell & BB usage throughout the day
- The next three items: *Experience Level*, *Assessment Area* and *Additional Notes* are left alone
 - Choose “Submit”
 - The activity class has been submitted, however, it requires approval. Choose “Submit This Activity Class For Approval” at the top of the screen.
 - Choose “OK”
 - The Activity class is in “Pending” status until the Course Coordinator decides to open it. In pending mode it has not been published to the website.

Attaching a Schedule to an Activity Class in Protraxx

An activity assigns the description and the objectives to a class. An activity class assigns the target audience, website viewing properties, enrollment logistics and department (activity topic) to a class. A schedule assigns a location and time to a class.

- Choose “*Create Schedule*”
- Choose an instructor from the drop down menu or if the instructor is not on the list a Course Coordinator can add the name by selecting “Create New Instructor”
- Choose a “*Start Date*”
- Choose a “*Start Time*”
- Choose an “*End Time*”
- Choose a “*Location*”
- Type in “*Room Number*” if known
- Select “*Submit*”
- If this Professional Development is over the course of several days, the above steps need to be repeated until all dates are included.
- Choose “*Update Activity Class*” and choose Activity Class Status from “Pending” to “Open” once you are ready to publish to the website.

Some things to keep in mind when creating classes in Protraxx:

- Approval for the classes must be requested in writing to oittraining@scools.nyc.gov
- Classes must have a minimum of 8 participants
- iTeach is not allowed to run outside OIT, unless under extenuating circumstances permission is given
- All PD planning and budget sheets must be updated at the conclusion of the class
- Protraxx attendance needs to be recorded at the conclusion of the course
- Official Protraxx attendance sheet needs to be utilized and submitted to OIT

